St. Theresa Catholic School
jmc E-registration Parent Guide

St. Theresa uses jmc for our student information system (online database) for emergency contact information, school lunch, permissions, and required forms. **ALL FAMILIES, new and returning, need to complete the jmc e-registration process to have your child at our school. Please have this done by Thursday, August 22, 2024**. The information you provide is critical to running our school and your child's safety. Registration works best on a computer.

If your child has two parents living separately, only one of you will log in and go through the registration process. Once you have completed the steps, please contact the school office and we will add the second parent as a primary contact as well so they can access everything through jmc.

Follow these steps to set your password if you are a first-time jmc user, or if you are not new but have forgotten your password:
- ☐ Go to the jmc portal: https://stcs.onlinejmc.com/
- ☐ Click on **Family**
- ☐ Click on **Forgot Your Password**
- ☐ Enter your **Username** (this is your last name unless we have let you know otherwise)
- ☐ Enter your email address
- ☐ Click **Reset My Password**
- ☐ Go to your email and use the "reset password' link to set your password

To do the registration/re-registration process:
- ☐ Go to the jmc portal: https://stcs.onlinejmc.com/
- ☐ Click on Family
- ☐ Enter your Username (this is your last name unless we have let you know otherwise)
- ☐ Click on Register for 2024-2025
- ☐ Click Start/Continue the Registration Process
- ☐ Click the Next button in upper right-hand corner to continue.

Parent/Guardian Contact Information (You will use Emergency Contacts later)
- ☐ Enter or update your information in the fields. ALL ARE REQUIRED.
  - ☐ First name-if there are two guardians at the same address, enter both of your first names in the First Name field (Ex: "Sandy and Tony")
  - ☐ Enter last name and address.
- ☐ Email address(es)-enter each email address you would like to receive school news and information
- ☐ Enter a phone number in the Phone 1 field to add a phone contact
  - ☐ Enter a description (For example "Dad's cell") in description field
  - ☐ Select the type of phone number ("cell" or "work" or "home"). Cell phones can receive SMS text messages so correctly identifying a number as a cell phone will enable the number to receive messages

☐ Place a checkmark in the checkbox(es) to receive one or more of the following types of messages sent from your school to this phone number

☐ Continue entering other phone numbers following the steps above.
☐ Click Next when finished.

Student Demographics
☐ Enter/update all information for your child. Please do not skip any boxes, including middle name.
☐ Click Next to continue.
☐ Enter your answers to the custom fields questions in the appropriate fields or choose from the drop-down lists to submit important student registration information to the office. You will need to answer these questions for each child in your family.
☐ Click Next.

Emergency Contacts
☐ Click the Add button to start a new emergency contact
☐ If you have more than one child, check the box next to Assign New Emergency Contact to All Students in this Family
☐ Enter or edit the fields to submit your student's emergency contact information to the office.
☐ Click Next.

Health Fields
☐ Enter answers to the health fields questions in the appropriate fields or choose from the drop-down lists in the Health Fields tab to submit important student health information to the office. You will need to complete this list for each child in your family.

Repeat the above steps for each child in your family.

Downloadable Content
☐ Student and Family Handbook
☐ Covenant of Trust
☐ Free/Reduced Meal application, information and instructions.

Optional comment for the office staff
☐ Enter additional comments about your student on the Comment tab.
☐ Click the Finish button to submit your student's information.

Wondering if your submission went through? No worries, a confirmation email will be sent notifying you that your registration has been received. We will notify you if you have not completed all steps.